



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

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Fifth District

June 25, 2012

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "WTF", is written over the printed name of William T. Fujioka.

REPORT ON ABILITY OF THE DEPARTMENT OF HUMAN RESOURCES TO ADMINISTER EXAMINATIONS FOR COUNTYWIDE CLASSIFICATIONS - ADMINISTRATIVE MEMO DATED APRIL 20, 2012

At the Board of Supervisors' meeting held on April 17, 2012, the Board discussed Agenda Item No. 36 relating to the Los Angeles County Recommended Budget. During the discussion Supervisor Antonovich instructed the Chief Executive Office (CEO) to:

1. Refrain from providing the two positions to the Department of Children and Family Services (DCFS) for the purpose of administering technical and complex examinations; and
2. Report back to the Board in June 2012, on the ability of the Department of Human Resources (DHR) to provide these services centrally for all County departments.

Currently, DHR administers civil service examinations for countywide classifications and conducts recruitments for critical department-specific positions upon request.

The DCFS' Human Resources Division conducts most of its department-specific exams. However, in fiscal year 2010-11, DHR administered 11 department-specific exams for DCFS at the department's request. DHR also assisted DCFS by conducting 11 job analyses and developing 15 tests.

"To Enrich Lives Through Effective And Caring Service"

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Each Supervisor
June 25, 2012
Page 2

Although DCFS' current recruitment needs are consistent with past experience, there has been a significant increase in the number of applications received per exam. This is partially due to the economic environment and the ease of online filing. This surge in applications has resulted in an increase in the number of days to complete the exam process. Therefore, DCFS initially requested additional staff to meet this demand. However, after consultation with CEO and DHR, DCFS agreed to allow DHR to continue to assist them with test development and administration. In addition, DHR will provide consultation on strategies to address the timely processing of the large number of applications, such as the use of online job specific questionnaires to screen qualifications in lieu of manual analyst review. These efforts should result in an efficient and cost-effective recruitment and selection program.

As a result, this Office's final changes to the 2012-13 Recommended Budget includes the deletion of two positions allocated to DCFS. Additionally, it includes one new position for DHR's Examination Division to provide more experienced oversight for examinations for countywide classifications, multipurpose job analysis development, and broad-based testing.

If you have any questions regarding this matter, please contact Ellen Sandt at (213) 974-1186.

WTF:EFS:GS
LG:cg

c: Executive Office, Board of Supervisors
County Counsel
Children and Family Services
Human Resources